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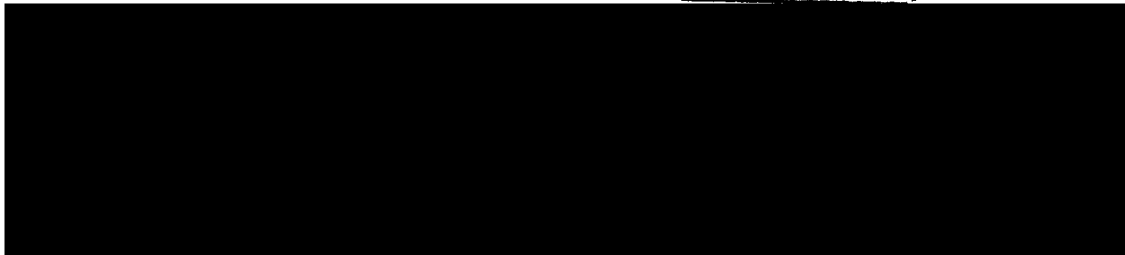
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18 November 1954

MEMORANDUM FOR: Chief of Logistics  
FROM : Chief, Technical Review and Policy Staff  
SUBJECT : Weekly Activity Report

1. General

a. Department of Defense Support - (continued item)



b. Field Trip Report - (continued item)

Report of field trip recently conducted in the European area by the Chief of Logistics and Chief, Technical Review and Policy Staff has been completed and was forwarded to the DCI through the DD/A this date. Complete dissemination will be effected in the near future.

2. Projects and Studies in Process

a. Regulations - (continued item)

(1) [REDACTED] Reviewed the initial draft of these regulations with representatives of the Real Estate and Construction Division and the Administrative Staff. Appropriate revisions to the regulation will be made by the Real Estate and Construction Division prior to further coordination.

(2) Logistics Instructions 1-140-1 through 1-140-11, Logistics Office Organization and Functions. Reviewed the initial draft of the proposed Logistics Office organization manual and discussed suggestions for revision thereof with a representative of the Administrative Staff.

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b. [REDACTED] - (continued item)

Accomplished necessary revisions in the basic plan and effected required recoordination. Results of the initial meeting between the Agency consultant and the agent undertaking this procurement are expected approximately 23 November 1954.

c. Joint Committee Survey of Printing Security Problems - (completed item)

The final meeting of the survey group was held 16 November 1954. The staff of the Joint Committee on Printing has, as a result of these meetings, sufficient information on which to base recommendations to the Committee for the handling of classified printing. So far as CIA is concerned, there will be no change in the handling of classified printing as a result of this survey.

d. Use of Agency Telephones - (continued item)

Participated in a meeting of DD/P administrative officers and discussed the current program to reduce the excessive use of Agency telephones for personal purposes by Agency employees. This concludes the project of this Staff to discuss this subject with Agency administrative officers. The only work remaining to be accomplished by this Staff in connection with the use of Agency telephones is to develop an additional poster on this subject.

e. Publications Survey, NIS Gazetteers - (continued item)

Reviewed detailed procedures involved in the preparation of these publications for printing. Preliminary findings and experiments conducted to date indicate a distinct possibility of improvement in the efficiency and economy of producing these Gazetteers.

f. Requisitions for Printing and Reproduction Equipment - (continued item)

(1) A requisition was approved for the procurement of an Autostat machine and related equipment for use in [REDACTED]

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(2) Approved a requisition from WE Division for five (5) ITX-3R hand operated offset presses and five (5) stencil process hand operated duplicating machines for use in the field.

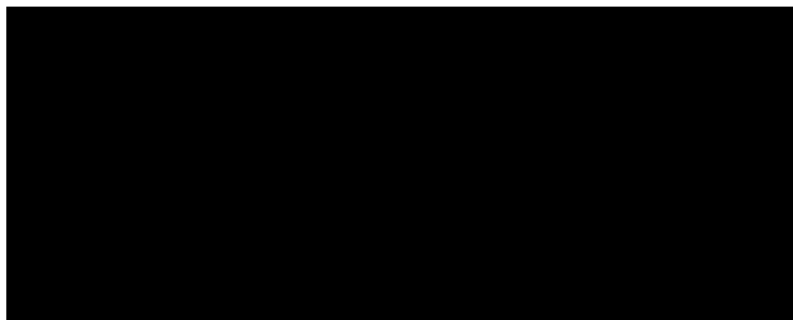
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(3) Approved the issue of a Duo Photo machine for the use of the Technical Services Staff, DD/P.



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